

**CITY OF SANTA CLARA
HOUSING AND COMMUNITY SERVICES DIVISION**

**NEIGHBORHOOD CONSERVATION AND IMPROVEMENT PROGRAM
HOUSING REHABILITATION LOAN COMMITTEE**

**MINUTES OF MEETING
(SUBJECT TO COMMITTEE APPROVAL)
April 10, 2014 8:00 A.M.**

Committee Members Present: Teresa O'Neill Carmen Pascual

Staff Present: Kevin Riley, Director of Planning and Inspection
 Eloiza Murillo-Garcia, Acting Housing and Community
 Services Division Manager
 Stephanie Gutowski, Staff Analyst
 Kelvin Malko, Housing Inspector
 Brigitte Fox, Accountant

I. CONSENT CALENDAR

Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Council, staff or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.

- A. Minutes from February 10, 2013.
Motion approved (2-0 in person and 2-0 by email)

II. ITEMS FOR DISCUSSION

- A. Acceptance of NCIP Budget and Program Status updates.
- B. 2014 Procedure Manual Updates
Changes were approved **(2-0 in person and 2-0 by email)**
- C. NCIP Loan Processing Experience
Committee Member Pascual stated that the homeowners really don't know what to expect. It may be even more challenging for our senior participants. Some items discussed that would be helpful in prepping for a rehab project; provide a list of things to do to prepare for a project, information packet, estimated schedule or timeline, list of questions to ask the contractor, and list of potential green credits. Staff will work on getting a pre-construction information packet together.

III ITEMS FOR ACTION

- A. Client Number 10252
Pineview Dr.

Motion: Approved an amount of \$35,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds

Motion approved (2-0 in person and 2-0 by email)

- B. Client Number 10332
Madison St.

Motion: Approved an amount of \$50,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds

Motion approved (2-0 in person and 2-0 by email)

- C. Client Number 10495
Wilson Ct.

Motion: Approved an amount of \$70,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (2-0 in person and 2-0 by email)

- D. Client Number 10496
Saratoga Ave.

Motion: Approved an amount of \$18,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (2-0 in person and 2-0 by email)

- E. Client Number 10498
Silveria Ct.

Motion: Approved an amount of \$19,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (2-0 in person and 2-0 by email)

- F. Client Number 10500
Madison St.

Motion: Approved an amount of \$20,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (2-0 in person and 2-0 by email)

G. Client Number 10494
Los Olivos Dr.

Motion: Approved an amount of \$10,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.
Motion approved (2-0 in person and 2-0 by email)

VI. OTHER BUSINESS

VII. ADJOURNMENT

Meeting was adjourned to next scheduled meeting on July 10, 2014 at 8:00 AM.